



CITY OF HOUSTON

Job Posting

cd	Applications accepted from:	ALL PERSONS INTERESTED
Job Classification		EXECUTIVE STAFF ANALYST (Executive Level)
Posting Number		PN# 110121
Department		Public Works & Engineering Department
Division		Engineering & Construction
Section		Office of the Deputy Director
Reporting Location		611 Walker, 15 th Floor
Workdays & Hours		M – F; 8:00 a.m. – 5:00 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Reports to and directly assists the Deputy Director for program management functions related to the implementation of the City's capital improvement program. Reviews and analyzes Department and Division data to present managerial decision information to the Deputy Director, Assistant Directors, and Director. Researches and analyzes information from various databases, systems, and reports to respond to specific queries. Manages routine information reporting and report preparation functions. Develops and recommends policy and program implementation actions. Analyzes divisional work processes and manages process improvement actions. Coordinates with representatives of other divisions, departments, and external entities on behalf of the Deputy Director. Manages special projects as assigned.

WORKING CONDITIONS

Works in normal office environment and has discretion about walking, standing or sitting; routinely makes field visits as necessary to observe site conditions, to include construction sites, potential project sites, or specific program issues.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, Civil Engineering, Systems Engineering, or a field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of professional experience in managing complex projects or programs related to infrastructure and/or utility distribution systems. Must be proficient in Microsoft Office and specifically in applications of Excel and Access. Must be experienced in use of GIS software.

MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference to candidates with knowledge of City of Houston ordinances and City/Departmental policies and procedures; knowledge of City's GIMS system; knowledge and experience with regard to City's policies and procedures with regard to capital improvement planning and programming.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 30

\$2,806 – \$3,210 Biweekly \$72,956 - \$83,460 Annually

OPENING DATE

April 26, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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